

HEATING AND VENTILATING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a skilled supervisory position responsible for the unit direction, overall supervision, and participation in the operation, maintenance, and repair of building heating, ventilating, and air-conditioning systems. Work is performed under the general direction of administrative personnel with considerable leeway for planning and carrying out assignments. General and direct supervision is maintained over various levels of HVAC technicians and mechanics. Employees are required to report to work as needed to cover emergency situations and to participate in snow and ice control activities.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops, supervises, and participates in appropriate operating, repair, maintenance and safety practices for heating, ventilating, and air-conditioning equipment and systems;
2. Supervises heating and ventilating personnel which includes training, work schedules, time and attendance functions, performance evaluations and discipline problems;
3. Develops and implements a preventive maintenance program for all systems;
4. Inspects boiler rooms and all related equipment to insure compliance with maintenance schedules and operating reliability and efficiency;
5. Prepares estimates for supplies and equipment for budget preparation or project development;
6. Reviews work of contractors used to service heating and ventilating equipment;
7. Investigates complaints concerning heating and ventilating and assigns personnel to resolve them;
8. Assumes the responsibility for maintaining a safe work environment;
9. Participates in snow and ice control activities, which may include working overtime hours, reporting to work early, or reporting to work on scheduled days off, in cold and wet conditions;
10. May be required to operate a motor vehicle in connection with assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of principles, practices, tools, and materials used in the maintenance and repair of buildings; thorough knowledge of the construction, operation, maintenance and safety procedures of heating, ventilating, air conditioning, and related equipment; working knowledge of budgeting practices and procedures in a municipal setting; ability to repair and maintain heating, and air conditioning equipment in a safe and efficient manner; ability to act quickly and efficiently in the event of a mechanical failure; ability to coordinate, assign, and review work of subordinates; ability to supervise others; ability to understand and follow oral and written directions; ability to establish and maintain effective working relationships with others; mechanical aptitude; manual dexterity; dependability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Five years of paid work experience which involved the installation, operation or maintenance of heating and ventilating equipment, one year of which involved supervisory responsibility.

HEATING AND VENTILATING SUPERVISOR (Cont'd)

SPECIAL REQUIREMENTS:

A department head may require the possession of a valid New York State Driver License at the time of appointment and to maintain position.

TR1414

ADOPTED: 06/11/85

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07/24/09

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